

Group Marketing Assistant 10-12 month-internship commencing June-July 2012

The opportunity

This is a unique opportunity to gain hands-on marketing experience in the dynamic environment of a multinational trade shows company. Based in the company's Brussels HQ you will report directly to the Group Marketing Manager, assisting in the execution of marketing campaigns and the creation of internal and external facing communications. You will also gain knowledge of business-to-business sectors such as industrial technologies, packaging, construction and retail supply.

Specific tasks include:

- Follow-up of marketing campaigns with the subsidiary offices
- Update of brochures and other corporate material
- Requests for print/production quotations
- Website updates
- Management of corporate intranet content
- Best practices capture and sharing
- Internal newsletter creation and management

About easyFairs®

easyFairs is an organiser of business-to-business trade shows in Europe and Latin America. The easyFairs concept is based on rapid deployment of new shows, a simplified format ensuring low costs and price transparency for exhibitors (with a complete package typically around from €2500) and time-effectiveness for visitors. The focus of these professional events is "simply doing business".

easyFairs has offices throughout Europe and in Colombia, and currently organises shows in Austria, Belgium, Colombia, Denmark, Finland, Germany, Ireland, The Netherlands, Norway, Poland, Russia, Spain, Sweden, Switzerland, and the United Kingdom. For more information visit our website www.easyFairs.com

Profile

Candidates must be able to demonstrate some relevant work experience, a high degree of self-motivation and the ability to work in an international/multilingual environment.

Skills

- Organisational skills
- Attention to detail
- Flexibility and initiative
- Fluency in English (our working language across all 11 offices)
- Ability in other European language(s) a strong asset (French, German, Spanish, Dutch...)
- Computer literacy (MS Office)

Interested?

Send your CV and application letter in English with the reference GMA2012 to jobs@easyFairs.com